

Agency Activity Inventory
by Agency
Appropriation Period: FY 2006-07

Agency: E28 - Election Commission

Functional Group: Legislative,
Executive &
Administrative

200 Administration

Oversee the agency's policies and procedures, provides leadership, support, financial services, mailroom and courier services, and other related administrative services. Also, the sale of list program is located in the administration division. Proviso 62.4 allows the SEC to collect revenue and retain and expend it for expenses incurred in the Sale of List Program.

FY 2006-07

Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$844,437	\$543,737	\$0	\$0	\$0	\$300,700	7.50

Expected Results:

To provide employees and the public with fair and impartial elections through executive oversight of all SEC related matters. The Sale of List program is used 1) to maintain and provide an accurate list of all registered voters in the State for customers and 2) to provide jury lists, as provided in Section 14-7-130 of the S. C. Code of Laws. Payroll, employee benefits, Human Resources, Accounts Receivable, Accounts Payable and preparation of the agency budget are activities maintained in the Administrative division.

Outcome Measures:

The Administrative division provides quality customer service to the public and to SEC employees. Employee services such as HR, payroll, and benefits are provided in the Administrative division. Invoices received are processed within the required 30 day timeframe. Statistics on election expenditures are compiled and used as justification for budget requests. The self-supported sale of list program continues to supply customers with up-to-date and accurate lists of registered voters. Clerks of Court are also provided jury rolls through the Sale of List program.

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201 Voter Services

Database of voters registered is accurate, users are provided access to the system, list of eligible voters is available for all elections, voter participation is captured for all elections, and statistics are provided. Provide accurate databases and ballot layout to counties using statewide voting system, provide technical assistance and training on voting system. Ensure that all voting system vendors submit proper documentation and meet all SC requirements for certification. Security and proper maintenance of agency computer network. Compliance with HAVA. Current information and availability of ElectionNet to election/voter registration community users. Successful management and completion of various special projects.

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Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$694,127	\$589,127	\$0	\$0	\$0	\$105,000	9.00

Expected Results:

Accuracy of and access to voter registration system. List of eligible voters and voter participation is available. Provide accurate databases used with voting system. Voting system vendors meet all SC requirements for certification. Security and proper maintenance of agency computer network. Compliance with HAVA. Current information and availability of ElectionNet to election/voter registration community users.

Outcome Measures:

The statewide voter registration database is updated daily with adds, changes, and deletions. 255 lists of eligible registered voters were printed and available on election day. Approximately 100 accurate databases were delivered to county election commissions. A security room was built to house delicate agency computer equipment. An IT staff member was hired to provide on-site support to staff when needed. ElectionNet was introduced and continues to be updated and used on a daily basis.

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202 Public Information - Training

Proviso 62.8 - Training and Certification Program which includes a curriculum of core courses on the responsibilities of county registration boards/county election commissions and electives for quality service/professional development. Rover training. Poll manager training on the iVotronic terminals and conduct of elections. Public information correspondence with voters, county election commissions/boards, candidates, political parties, media outlets, officials, agencies, attorneys and various others. \$500,000 appropriated for voter outreach/education initiatives.

FY 2006-07

Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$656,114	\$121,114	\$0	\$500,000	\$0	\$35,000	3.00

Expected Results:

Better knowledge for the county election and voter registration commissioners on conduct of elections and voter registration, to keep communication between a government agency and public and to offer assistance to voters and candidates seeking public office, follow the status of voter registration and election legislation and advise senior management on any changes and updates as necessary, inform all county election commissions of permanent changes in laws. Poll manager/clerk service in providing proper conduct of elections. Constant correct information between our agency and the various listings which assists in the proper conduct of elections.

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Outcome Measures:

24 Training and Certification classes with a total of 703 participants. 16 classes were held in Columbia at the SEC office, 5 were held in Myrtle Beach at the SCARE conference, 1 in Darlington, 1 in Greenville, 27 commissioners became certified during this period. 6 poll manager workshops on conduct of elections - 235 trained. 45 iVotronic training classes - 1,125 trained. 5 rover training classes - 35 trained. Training and Certification classes - 5,000 public information requests.

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203 Help America Vote Act (HAVA)

President Bush signed the "Help America Vote Act of 2002" into legislation on October 29, 2002. The purpose of this legislation was to improve the election process in the United States by providing federal funds to 1) establish a federal presence for election administration and, 2) provide that every citizen has the opportunity to vote and have their vote counted regardless of race, gender, or disability.

FY 2006-07

Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$0	\$0	\$0	\$0	\$0	\$0	0.00

Expected Results:

The SC HAVA State Plan outlines how the State plans to achieve compliance with HAVA by providing voting machines to accommodate disabled voters, provide a review screen on every voting machine, install web and toll-free access for voters who cast a provisional ballot to determine the status of their ballot, provide instruction, training and outreach materials to voters and election officials, trace receipt of identification for voters who register by-mail, revise certain forms, develop a formal complaint procedure for reporting HAVA violations, replace punch-card voting system, provide voting machines with the capability of producing a permanent paper record of every vote cast.

Outcome Measures:

Voting machines were installed in all 46 counties in the State. Each precinct in the State is equipped with at least one voting machine which will accommodate disabled voters. All voting machines have a review screen. The web based access for ascertaining status of provisional ballots was used for the June primary election. All punch card voting systems were replaced. Funds received in previous years will be carried forwarded and used in FY07.

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Administrative

204 Special Primaries/Elections

Proviso 62.6 allows the SEC to collect filing fees from candidates filing to run in special elections. A special election is one held due to a vacancy in an office for an unexpired term. Responsibilities include printing the list of registered voters, providing oversight including assistance and advisory services to county and municipal election officials, providing election materials, reimbursing counties for election expenses, and other various duties as necessary

FY 2006-07						
Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$100,000	\$0	\$0	\$0	\$0	\$100,000	0.00

Expected Results:

To ensure that every citizen is afforded an opportunity to participate in fair and honest elections.

Outcome Measures:

Successful primary election with all polls open and voters provided an opportunity to vote.

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205 Distribution to Subdivisions

Proviso 62.1 of the Appropriations Act provides a supplement of \$1,500 per year to all county board members of the registration/election commissions.

FY 2006-07						
Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$449,017	\$449,017	\$0	\$0	\$0	\$0	0.00

Expected Results:

Pass-through funds are forwarded to counties to be used to provide a supplement to the county board members.

Outcome Measures:

Funds were forwarded to the county to be used for the purpose provided.

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206 Distribution to Subdivisions

Section 7-5-40 of the S. C. Code of Laws provides that all counties are given a supplement based on the county population. The breakdown for the amounts are as follows: Counties with less than 25,000 receive \$456.25 per quarter. Counties with 25,000 - 100,000 receive \$912.50 per quarter. Counties with 100,001 - 200,000 receive \$1,368.75 per quarter. Counties with over 200,000 receive \$1,825.00 per quarter.

FY 2006-07						
Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$65,997	\$65,997	\$0	\$0	\$0	\$0	0.00

Expected Results:

Pass-through funds are forwarded to counties to be used to help defray expenses of personnel in keeping the registration offices open.

Outcome Measures:

Funds were forwarded to the county to be used for the purpose provided.

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207 2006 General Election

General Elections are held pursuant to Section 7-13-10 of the S. C. Code of Laws. Proviso 62.9 of the Appropriations Act allows the SEC to carry forward any remaining funds to be used for subsequent primary elections.

FY 2006-07						
Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$3,125,000	\$0	\$0	\$0	\$3,125,000	\$0	0.00

Expected Results:

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To ensure that every citizen is afforded an opportunity to participate in a fair and honest election.

Outcome Measures:

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1537 2006 Statewide Primaries

Statewide Primaries are held pursuant to Section 7-13-15 of the S. C. Code of Laws. Proviso 62.6 of the Appropriations Act allows the SEC to carry forward any remaining funds to be used for subsequent primary elections.

FY 2006-07						
Total	General Funds	Federal Funds	Supp. Funds	CRF	Other Funds	FTEs
\$0	\$0	\$0	\$0	\$0	\$0	0.00

Expected Results:

To ensure that every citizen is afforded an opportunity to participate in a fair and honest election.

Outcome Measures:

Successful primary election with all polls open and voters provided an opportunity to vote.

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AGENCY TOTALS

Election Commission

TOTAL AGENCY FUNDS	TOTAL GENERAL FUNDS	TOTAL FEDERAL FUNDS	TOTAL OTHER FUNDS
\$5,934,692	\$1,768,992	\$0	\$540,700
	TOTAL SUPPLEMENTAL FUNDS	TOTAL CAPITAL RESERVE FUNDS	TOTAL FTEs
	\$500,000	\$3,125,000	19.50